



701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

## MINUTES

### REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF ALAMEDA HELD WEDNESDAY, JULY 19, 2006

The Commission meeting was called to order at 7:00 p.m., with ViceChair Gormley presiding.

#### PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

Present: Commissioners Balde, Gormley, Kurrasch and Trujillo (arrived at 7:15 pm)

Absent: Chair King and Commissioner Tremain

#### 4. ORAL COMMUNICATIONS

Joan Cummings, a resident at Anne B. Diament Plaza, expressed concerns about her neighbor and the effect it was having on her health. She asked the Commission for help, specifically in obtaining a different unit. Commissioner Gormley asked Acting Director Eileen Duffy to respond.

Acting Director Duffy explained that she was not familiar with the case but would initiate an investigation. She said that residents are entitled to the peaceful enjoyment of their units. Commissioner Gormley assured Ms. Cummings that other staff also would look into the issue and that if the issue was not resolved soon, she should come back to the Housing Commission.

#### 2. CONSENT CALENDAR

Commissioner Kurrasch moved to adopt the Consent Calendar. Commissioner Trujillo seconded. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

\*2-A. Minutes of the Housing Commission Regular Meeting held May 17, 2006. Minutes accepted.

\*2-B. Budget Variance Report. This report was accepted.

\*2-C. Write-off of Uncollectible Tenant Accounts Receivable. Staff recommends approval to write-off the attached tenant accounts receivable totaling \$19,856.78.

\*2-D. Quarterly Investment Report. The Housing Commission accepted the report on the Housing Authority's investment portfolio as of June 30, 2006.

\*2-E. Authorizing Disposal of Records. The Housing Commission authorized the Executive Director to dispose of the public records on the attached list, retained the required time period in accordance with the current Housing Authority policy.

#### 3. AGENDA

3-A. Election of Officers. Commissioner Kurrasch, chairman of the nomination committee, asked Commissioner Balde to announce the nominations. Commissioner Balde nominated Commissioner Gormley for Chair and Commissioner Kurrasch for Vice-Chair. Commissioner Balde moved acceptance. Commissioner Trujillo seconded. Motion carried unanimously.

- 3-B. Authorizing Chair and Director to Determine Conference Attendees. Chair Gormley stated the 2006 budget provides for Housing Commissioners to attend NAHRO conferences. She described the upcoming conferences and number of commissioners budgeted to attend each. Commissioner Kurrasch moved that the Housing Commission authorize the new Chair and the Executive Director to determine who will attend the conferences. Commissioner Trujillo seconded. Motion carried unanimously.
- 3-C. Recommend Approving Awards of Contract for Window Replacement at Eagle Village and Floor Covering at all Properties. Acting Executive Director Duffy stated that bids were solicited for various projects related to the refinancing of Parrot Village and Eagle Village. One project is to replace the windows and siding at Eagle Village. Three bids were received that were higher than anticipated. Staff recommended holding off on the siding part of the project and only recommending to the Board of Commissioners to award a contract for the window portion in the amount of \$129,500 to Quality Plus Construction. The next lowest bid was \$230,080.

Chair Gormley asked if more local business could get involved. Ms. Duffy stated the City's Business License Division was contacted and a list was obtained of general contractors. Every contractor was called and information was faxed, to those interested, on how to access our web-site and submit a bid. She thinks approximately 35 or 40 Alameda businesses were contacted. Over 450 businesses were notified of the invitation for bids. Staff also went out to bid for floor covering for the current fiscal year and hope to continue that contract for the next two years. Three bids were obtained through the NAHRO eProcurement process. To obtain more bids, in the future, help will be provided to contractors on the process. The lowest bid was Design Flooring Systems of Hayward, which is a new company to the Housing Authority. We would like to recommend a contract with them for the maximum amount budgeted. References have been checked.

Commissioner Kurrasch asked if she was happy with NAHRO eProcurement. Acting Director Duffy admitted she had mixed feelings; she was hoping for more bids. She mentioned that it might not be a good forum for small projects. The bids are sent out nationwide through NAHRO. NAHRO charges a percentage for contracts that are awarded, but there is no charge if it fails.

Commissioner Kurrasch moved the Housing Commission recommend to the Board of Commissioners to:

1. Approve awarding a contract to Quality Plus Construction for \$129,500 plus up to an additional 10 percent for change orders for a not to exceed amount of \$142,450, to replace the windows at Eagle Village; and to
2. Approve awarding a contract to Design Flooring Systems for an amount not to exceed \$162,500 to replace floor coverings in units at all properties; and to
3. Authorize the Executive Director to execute both contracts.

Commissioner Trujillo seconded. Motion carried unanimously.

4. ORAL COMMUNICATIONS (continued)

Speaker Michael Torrey discussed that the Parrot Village play area project is going very slowly. He discussed the Parrot Village mini-park and the Esperanza dumpsters. Ms. Duffy explained that the Parrot and Eagle Village playground projects have been troublesome and discussed the issues with them. Chair Gormley asked about the budget on these projects. Ms. Duffy said the budget will have to go back to the Commission and Board to be amended. Ms. Duffy also stated she doesn't know anything about plans for the Parrot minipark. The Esperanza dumpsters are budgeted for the current fiscal year. Ms. Duffy advised that staff was exploring the

idea of larger dumpsters. Once a decision is made on that issue, the enclosure project can move forward.

5. COMMISSIONER COMMUNICATIONS

Commissioner Kurrasch attended a Commissioner Ethics training in Denver. NAHRO would like all Commissioners certified. He reported that the NAHRO conference was good. He went on to report on the HUD budget, eminent domain issues and other issues. He also congratulated Commissioner Trujillo for receiving a commendation from the Mayor on the July 4<sup>th</sup> parade for over 30 years of participation.

Commissioner Trujillo commented about how well the parade was. He also mentioned the NAHRO conference in Tucson and what a good learning experience these conferences can be.

Commissioner Balde asked if the Housing Authority is considered small. Commissioner Kurrasch said that we are very small compared to New York City.

Commissioner Trujillo gave some historical background on the Housing Authority and expressed pleasure at how well the Commission works with the Council.

Chair Gormley asked if Commissioner Kurrasch and Chair Gormley would be exempt from ethics training since they have had two days of NAHRO training. Ms. Duffy said she would check with the City Attorney's office. Chair Gormley discussed some of the differences with other housing authorities and commissioners. She thanked all of the commissioners for electing her and she looks forward to working with them.

6. ADJOURNMENT

There being no further discussion, Chair Gormley adjourned the meeting at 7:49 p.m.

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Nancy Gormley, Chair

Attest:

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Michael T. Pucci  
Executive Director / Secretary